

**CONFIDENTIAL**

SUPPORT DIRECTORATE  
Report Reductions (Summary)

PPB 71-1148

Office Reporting	Assigned Goal	No. of Reports Changed	Savings Reported Man hours/Dollars	How Savings Achieved
25X1 OC		9	2,487	1 report cancelled, 8 reduced in freq. & elimination of duplication
OF		21	--	14 reports cancelled - 7 reduced by procedure change
OL		41	4,106	16 reports eliminated - 25 changed in frequency & No. of copies
OMS		1	32	Converting report #5 from monthly to quarterly
OP		55	--	32 machine and 17 manual reports were canceled and 6 were changed in frequency and size. Other savings came from distribution changes involving some 74 other reports.
OS		5	--	2 cancelled - 3 changed
OTR		2	--	OTR-16 (8 individual reports) extensively reducing material covered in report OTR 17 "End of Course Report" (6 individual reports) Will be required only on certain important courses.
SSS		3	261	Discontinued daily section in A&RC report 1 RAB report reduced from quarterly to 3 times per year. Eliminated special portions from Annual Records Inventory.
Totals		137	6,886	
* Goal not Achieved				

\*\* See Att. A, page 2, for additional savings derived from canceling the Annual Report of Significant Accomplishments.

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PPB

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Attachment A (Page 2)

SUPPORT DIRECTORATE  
REPORTS REDUCTION TOTALS ANALYSIS

Savings reported on Attachment A



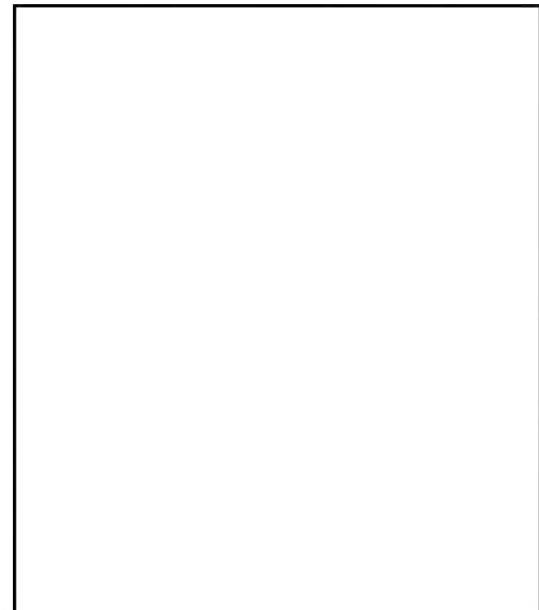
25X1

Savings realized from cancellation of  
Annual Report of Significant Accom-  
plishments (listed by Office):

Communications  
Finance  
Logistics  
Medical Services  
Personnel  
Security  
Training

Additional Reports Savings

Total overall Support Directorate  
reports reduction

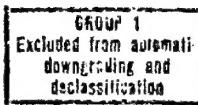


25X1

Support Directorate - Assigned Goal

Amount exceeded assigned goal

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